

# **UNITED STATES ARMY RESERVE COMMAND**

## **User Guide for ARAMP**

**(Army Reserve Account Maintenance and Provisioning)**

**Document: User Guide for ARAMP**

**Nov. 13 2008**



**Table 1: Version History**

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>
Initial	11/08/2006	Initial Release
Version 2.2.3	3/15/2008	Version 2.2.3
Version 2.3	11/13/2008	Version 2.3

**Table 2: Document Approval**

<b>REVIEWED BY</b>	
<b>APPROVED BY</b>	

**Table 3: Document Authors**

<b>DOCUMENT AUTHORS</b>	
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## **Important Notice**

The information on this website and in this document are for official use only and will not be furnished to any commercial enterprise, company, or representative nor to any organization or agency outside the Department of Defense as established by the Federal Privacy Act of 1974, the Freedom of Information Act, and AR-340-21 (5 USC 552A).

This guide was developed for G2-6 / Enterprise Services Division for the sole purpose of documenting the intended use of software that was developed to support the US Army Reserve.

***NOTE:*** *This document is formatted for two-sided printing. For page numbers and headings to be on the outside edge of all pages, use duplex printing.*



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# 1 Introduction

ARAMP is designed to allow users the ability to request new accounts and update properties for their existing accounts. ARAMP was built for both new users and existing users on the domain and this document will outline the paths for both.

Below is a summary of what will be covered in subsequent chapters:

- New account requests
  - Prerequisites for a new user request
  - AKO authentication
  - Account types
- Modifying new account requests
- The process of a new account request
- Existing user account options
  - Account info
  - Business info
  - Address info
  - Phone info
  - Requesting an additional/administrative account
  - Requesting remote access
  - Requesting a change of a user's major command

## 2 New User Account Requests

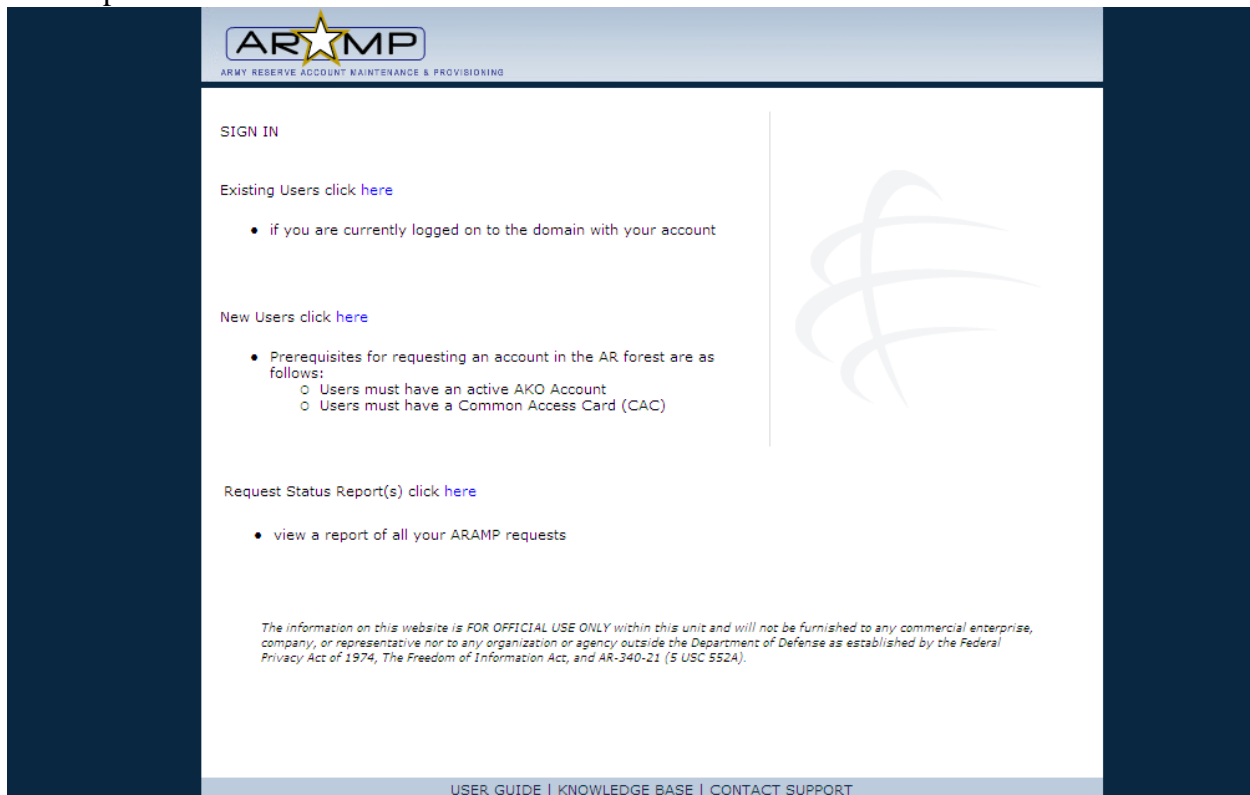
### 2.1 Prerequisites

Before requesting a new account a user must have an AKO (Army Knowledge Online) account and a Common Access Card (CAC). The new account login name will match the AKO username and some of the required information is verified against an active AKO account. For more information visit AKO <https://www.us.army.mil>



## 2.2 The New User Account Request Process

1. Users of the ARAMP system must have a valid AKO account, and CAC card and a computer with a CAC reader installed. The URL to the ARAMP application is:  
<https://aramp.usar.army.mil/>  
Users may access this URL over the internet, but will need a CAC reader attached to the computer.
2. To request a new user account a user will click on **New Users** [click here](#) to begin the process.





3. The user must then enter their AKO credentials which will authenticate the user against AKO and retrieve some basic information to populate several fields necessary for a new user request.

ARAMP  
ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING

AKO LOGIN

Please sign in using your AKO login information

AKO Login: john.loreno97

Password: \*\*\*\*\*

Don't have an AKO Account?

- An AKO account is required to request a new account.  
Click [here](#) to goto AKO.

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USER GUIDE | CONTACT SUPPORT | © 2006 US ARMY RESERVE

4. The authentication process can take up to 20 seconds to connect and validate the user.

ARAMP  
ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING

AKO LOGIN

Authenticating AKO information...

Don't have an AKO Account?

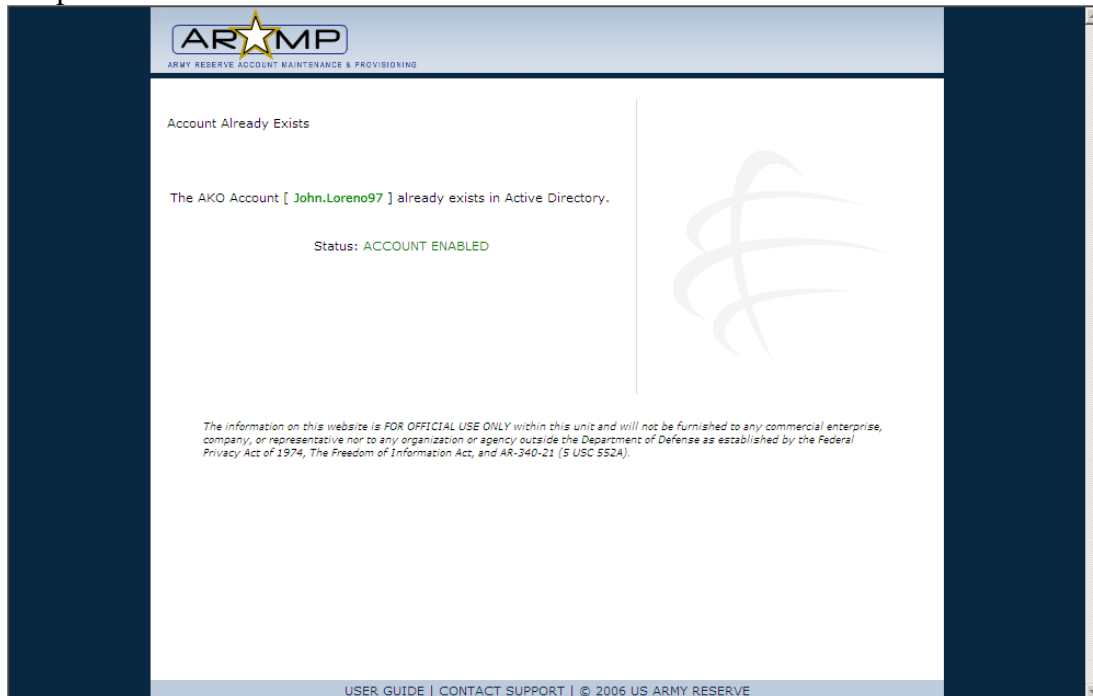
- An AKO account is required to request a new account.  
Click [here](#) to goto AKO.

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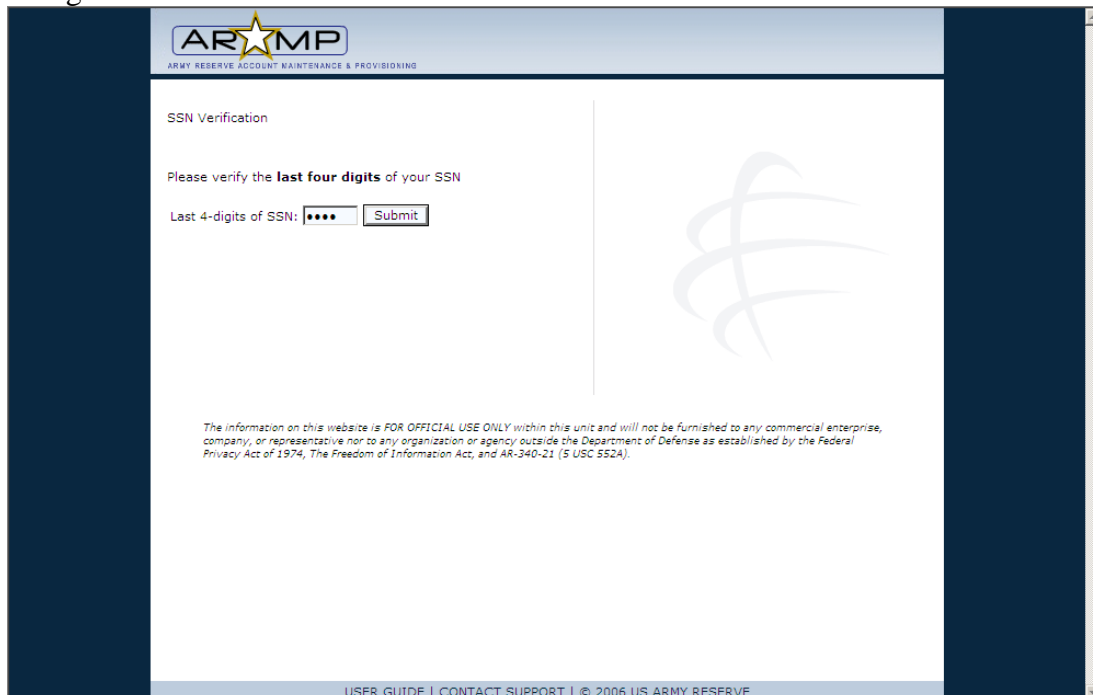
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5. If the user already has an account, or an account with the same AKO name exists on the network, then the request cannot continue. In this case, the user should contact their supervisor to resolve this issue.



6. Upon a successful AKO authentication the user must verify the last 4 digits of their SSN. This is for security purposes and to ensure a new request has sufficient security rights to be granted an account on the domain.







In order to proceed you must open and digitally sign the Form75r and upload it to ARAMP. The instructions are listed below.

### ARAMP Form75r Digital Signature Instructions

#### Step One

##### **Print out and Read these Instructions.**

Once you have printed and read these instructions, close this window and click on "Continue to Step Two -->"

##### **Step 1: Open and Digitally sign Form 75-R**

**Please read these instructions in their entirety before proceeding**

[CLICK HERE TO READ AND PRINT INSTRUCTIONS](#)

**(I HAVE READ AND PRINTED INSTRUCTIONS) Continue to Step Two -->**



#### Step Two

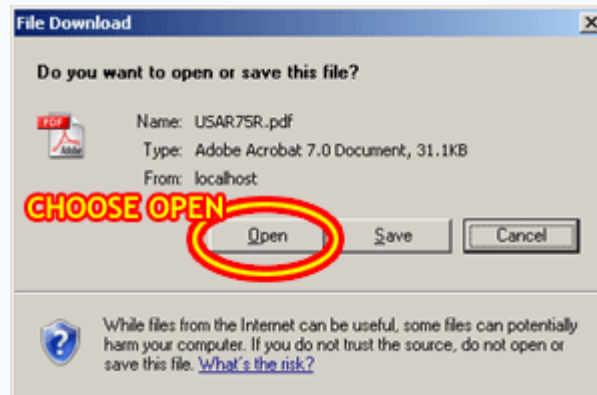
##### **Click on the link and choose "Open".**

##### **Step 2: Click the following link to open the .pdf**

**[CLICK HERE TO OPEN the Form 75-R](#)**



Make sure your CAC (Common Access Card) is inserted.



Fill out the bottom of the form by clicking in the blanks beside the appropriate fields and typing in your information.

**Fill out ALL fields including DATE before digitally signing the Signature field.**

sanctions, loss of use or impairments on use of equipment or services, disciplinary or adverse actions, criminal penalties, and employees being held financially liable for the cost of unauthorized use.

---


**SECTION II -- ACKNOWLEDGEMENT**

I have read the above requirements regarding use of U.S. Government information systems and I understand my responsibilities regarding use of these systems and the information contained in them.

Command/Activity: My Command IASO: My IASO

Name (Last, First, MI): Doe, John J

Grade/Rank/: My Rank or Grade Phone #: 111-222-3333

Signature:  Date: 10/16/2007

---

USAR FORM 75-R (TEST)  
1 AUG 07

Page 3

3 of 3

Next, double click on the red arrow beside the line for "Signature". Choose your appropriate certificate. Select "I am approving this document" as reason for signing document.



subscribers, loss of use or interruptions on use of equipment or services, disciplinary or adverse actions, criminal penalties, and employees being held financially liable for the cost of unauthorized use.

**SECTION II -- ACKNOWLEDGEMENT**

I have read the above requirements regarding use of U.S. Government information systems and I understand my responsibilities regarding use of these systems and the information contained in them.

Command/Activity: My Command IASO: My IASO

Name (Last, First, MI): Doe, John J

Grade/Rank/: My Rank or Grade Phone #: 111-222-3333

Signature: [Redacted] Date: 10/16/2007

**Click Here**

USAR FORM 75-R (TEST)  
1 AUG 07 Page 3

**Apply Digital Signature - Digital ID Selection**

Please select a Digital ID to use to sign this document.

My Digital IDs

Name	Issuer	Storage Mechanism	Expires
Certificate Name...	DOD EMAIL CA-16	Windows Certificate Store	2007.12.31 23:5...

**Choose Digital Certificate**

Add Digital ID Refresh

Digital ID Selection Persistence

☒ Ask me which Digital ID to use next time

☐ Use this Digital ID until I close the application

☐ Always use this Digital ID

Help **Click OK** OK Cancel

Select "I am approving this document" from the list of "Reasons for Signing Document"

Click on "Sign and Save As..." and save the .pdf out to your "My Documents" folder on your local drive.



**Apply Signature to Document**

To complete the signing process, you must apply the Digital Signature to the document by saving the document. In case you need to later make changes to the original, it is recommended that you create a new signed copy of the document by clicking Sign and Save As.

Signature Details

Signing as **Select "I am approving this document"**

Reason for Signing **Choose "Sign and Save As" and save to "My Documents"**

**I am approving this document**

Show Options >>

Help Sign and Save As... Sign and Save Cancel

Close Adobe Acrobat and return to ARAMP. Click on the "Continue to Step Three -->" link at the bottom of the page.

**Step 2: Click the following link to open the .pdf**

[CLICK HERE TO OPEN the Form 75-R](#)

[<-- Return to Step One](#) [Continue to Step Three -->](#)

### Step Three

Click on "Browse" and select the USAR75R.pdf file in your "My Documents" folder

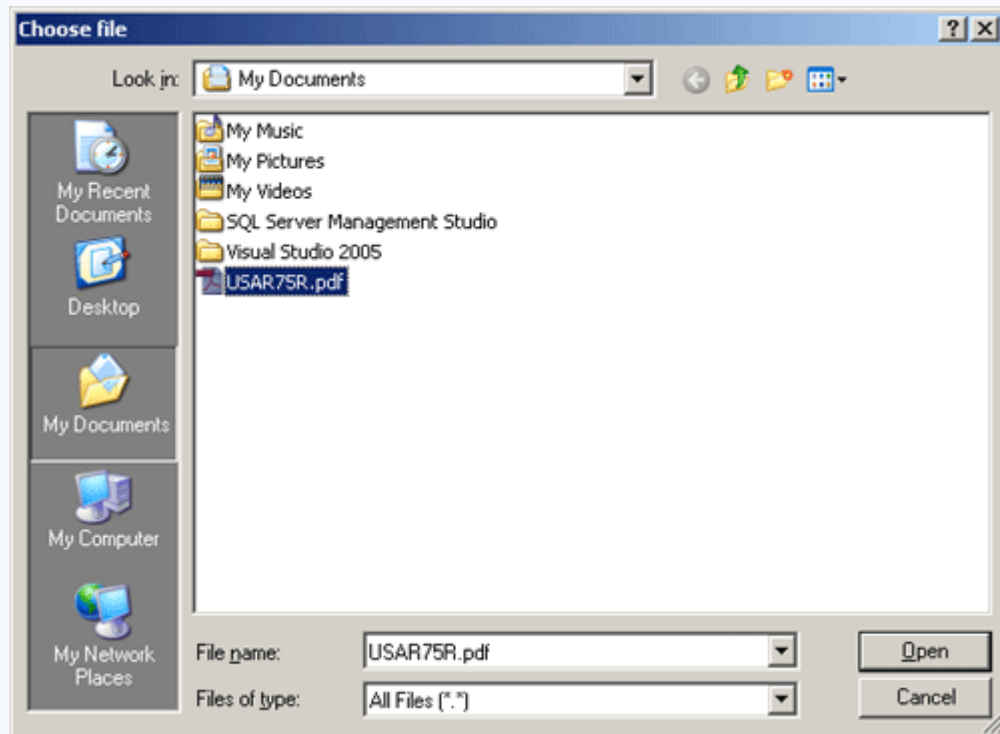


**Step 3: Locate the Form-75R for ARAMP**

Select "Browse" and locate the signed USAR75R.pdf on your computer

**Click Here**

[<-- Return to Step Two](#)   [Continue to Step Four -->](#)



Next Click on "Continue to Step Four -->"



**Step 3: Locate the Form-75R for ARAMP**  
  
Select "Browse" and locate the signed USAR75R.pdf on your computer  
  
   
  
[<-- Return to Step Two](#) [Continue to Step Four -->](#)

### Step Four

Click on "Click Here to Upload 75-R" at which point your digitally signed document will be sent to the server

**Step 4: Upload the digitally signed file**  
  
  
  
[<-- Return to Step Three](#)

7. To accept the agreement, press **"Click here to upload 75-R"**.



8. New user must then successfully complete the *DOD Information Assurance Awareness Training located at Ft Gordon's Signal Command web site* in order to have an account.

A screenshot of the ARAMP (Army Reserve Account Maintenance & Provisioning) web interface. The header features the ARAMP logo and the text 'ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING'. The main content area displays a message about completing DOD Information Assurance Awareness Training. It includes a link to 'Launch Information Assurance Course' and a checkbox for agreeing to terms and conditions. A 'Submit' button is located at the bottom of the form. The footer contains the text 'USER GUIDE'.

Users must choose an **Account Type** (Contractor, Civilian, Active Component, MIL (AGR), or RES (TPU)). The required fields are dependent on which type of account the user is requesting.



9. The following explains the fields that must be filled out during this step:
- **Rank/Job/Grade** - if a user chooses **Contractor**, fields such as **Job** and **Contracting Company** are required. If a user chooses **Civilian** then there is a field for **Grade**. **Active** and **MIL (AGR)** have a field for **Rank**.
  - **Password** – this will be the password for the account and must meet the security standards (ten characters: 2 uppercase, 2 lowercase, 2 special characters).
  - **UIC** – if the user’s UIC belongs to the Headquarters then the user must also choose a Staff Section. Click the “Search” to lookup a UIC
  - **Staff Section** – Staff Section only appears if the UIC chosen is the UIC for the Major Command, and will also be required
  - **Email** – there are three choices:
    - **Create Mailbox** – this option will create an outlook mailbox for the new account
    - **Forward Mail to AKO** – this option will create an entry in Outlook’s address book (GAL), which points to the AKO email address for the user
    - **Do not create email** – this option will not create a mailbox and will not create a pointer to the user’s AKO email address
  - **Request Remote Access** – if an account requires remote access (VPN) then this option should be requested.
  - **Phone** – (Optional) phone is optional but if input it must follow the format:  
xxx.xxx.xxxx
  - **Country of Citizenship** – If your country of citizenship is outside of the United States please choose it from the dropdown list. This will then be appended to the end of your displayname
  - **Reason for Request** – Only external users will need to fill out a reason for requesting account on the AR domain



The image is a screenshot of the ARAMP (Army Reserve Account Maintenance & Provisioning) web application. At the top, there is a header with the ARAMP logo and the text "ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING". Below the header, the page is titled "Account Registration". The form contains several fields: "Account Name:" with the value "john.doe2", "Major Command:" with a dropdown menu showing "USARC", "Unit (UIC):" with an empty text box and a "Search" button, "Staff Section:" with a dropdown menu showing "PLEASE CHOOSE", and "Account Type:" with a dropdown menu showing "PLEASE CHOOSE". A large red arrow points from the text "Click here to Search for a UIC" to the "Search" button. The bottom of the page has a blue bar with the text "USER GUIDE".



ARAMP :: Search for a UIC - Windows Internet Explorer

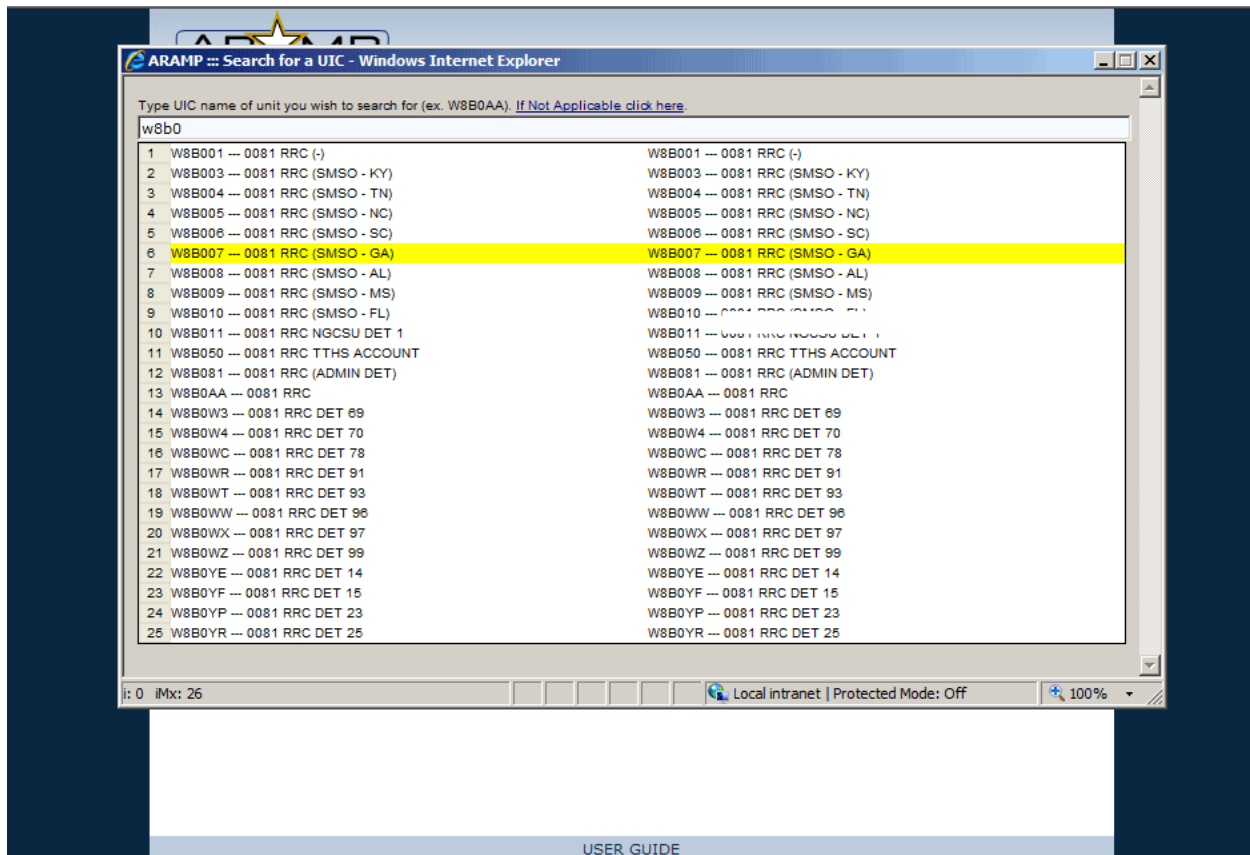
Type UIC name of unit you wish to search for (ex. W8B0AA). [If Not Applicable click here.](#)

w8b0


1 W8B001 --- 0081 RRC (-)	W8B001 --- 0081 RRC (-)
2 W8B003 --- 0081 RRC (SMSO - KY)	W8B003 --- 0081 RRC (SMSO - KY)
3 W8B004 --- 0081 RRC (SMSO - TN)	W8B004 --- 0081 RRC (SMSO - TN)
4 W8B005 --- 0081 RRC (SMSO - NC)	W8B005 --- 0081 RRC (SMSO - NC)
5 W8B006 --- 0081 RRC (SMSO - SC)	W8B006 --- 0081 RRC (SMSO - SC)
6 W8B007 --- 0081 RRC (SMSO - GA)	W8B007 --- 0081 RRC (SMSO - GA)
7 W8B008 --- 0081 RRC (SMSO - AL)	W8B008 --- 0081 RRC (SMSO - AL)
8 W8B009 --- 0081 RRC (SMSO - MS)	W8B009 --- 0081 RRC (SMSO - MS)
9 W8B010 --- 0081 RRC (SMSO - FL)	W8B010 --- 0081 RRC (SMSO - FL)
10 W8B011 --- 0081 RRC NGCSU DET 1	W8B011 --- 0081 RRC NGCSU DET 1
11 W8B050 --- 0081 RRC TTHS ACCOUNT	W8B050 --- 0081 RRC TTHS ACCOUNT
12 W8B081 --- 0081 RRC (ADMIN DET)	W8B081 --- 0081 RRC (ADMIN DET)
13 W8B0AA --- 0081 RRC	W8B0AA --- 0081 RRC
14 W8B0W3 --- 0081 RRC DET 69	W8B0W3 --- 0081 RRC DET 69
15 W8B0W4 --- 0081 RRC DET 70	W8B0W4 --- 0081 RRC DET 70
16 W8B0WC --- 0081 RRC DET 78	W8B0WC --- 0081 RRC DET 78
17 W8B0WR --- 0081 RRC DET 91	W8B0WR --- 0081 RRC DET 91
18 W8B0WT --- 0081 RRC DET 93	W8B0WT --- 0081 RRC DET 93
19 W8B0WW --- 0081 RRC DET 96	W8B0WW --- 0081 RRC DET 96
20 W8B0WX --- 0081 RRC DET 97	W8B0WX --- 0081 RRC DET 97
21 W8B0WZ --- 0081 RRC DET 99	W8B0WZ --- 0081 RRC DET 99
22 W8B0YE --- 0081 RRC DET 14	W8B0YE --- 0081 RRC DET 14
23 W8B0YF --- 0081 RRC DET 15	W8B0YF --- 0081 RRC DET 15
24 W8B0YP --- 0081 RRC DET 23	W8B0YP --- 0081 RRC DET 23
25 W8B0YR --- 0081 RRC DET 25	W8B0YR --- 0081 RRC DET 25

Local intranet | Protected Mode: Off | 100%

USER GUIDE





  
ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING

### Account Registration

Account Name:	<input type="text" value="john.doe2"/>	
Major Command:	<input type="text" value="USARC"/> ▼	
Unit (UIC):	<input type="text" value="W8B007"/>	<input type="button" value="Search"/>
Staff Section:	<input type="text" value="PLEASE CHOOSE"/> ▼	
Account Type:	<input type="text" value="PLEASE CHOOSE"/> ▼	

USER GUIDE



# USAR ESD ARAMP User Guide

Date: Nov 8, 2006

ARAMP

ARMY RESERVE ACCOUNT MAINTENANCE & PROVIDING

Account Registration

Account Name:

john.doe2

Major Command:

USARC

Unit (UIC):

W8B007

Search

Staff Section:

G2

Account Type:

CTR

Contracting Company:

GENERAL DYNAMICS

other not listed:

Title:

MR

Job:

PLEASE CHOOSE

First Name:

John

Middle Initial:

J

Last Name:

Doe

Generational Qual:

Phone:

(xxx.xxx.xxxx)

Email:

john.doe2@usar.army.mil

Country of Citizenship:

UNITED STATES OF AMERICA

☒ Create Mailbox

☐ Forward Mail to AKO Email


☐ Do not create email

Request Remote Access: ☐ Yes ☒ No

Create New User



**NOTE:** this is a sample screenshot for an Active Component account. **Rank** is now a required field.

  
ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING

Account Registration

Account Name:

john.doe2

Major Command:

USARC

Unit (UIC):

W8B007

Search

Staff Section:

G2

Account Type:

AGR

Rank:

PV1

First Name:

John

Middle Initial:

J

Last Name:

Doe

Generational Qual:

Phone:

(xxx.xxx.xxxx)

Email:

john.doe2@usar.army.mil

Country of Citizenship:

UNITED STATES OF AMERICA

☒ Create Mailbox

☐ Forward Mail to AKO Email

☐ Do not create email

Request Remote Access:


☐ Yes

☒ No

Create New User



**NOTE:** This is a sample of a Civilian Account; **Grade** is a required field for this type of account.

  
ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING

### Account Registration

Account Name:

Major Command:

Unit (UIC):

Staff Section:

Account Type:

Title:

Grade:

First Name:

Middle Initial:


Last Name:


Generational Qual:


Phone:  (xxx.xxx.xxxx)


Email:

Country of Citizenship:

☒ Create Mailbox 

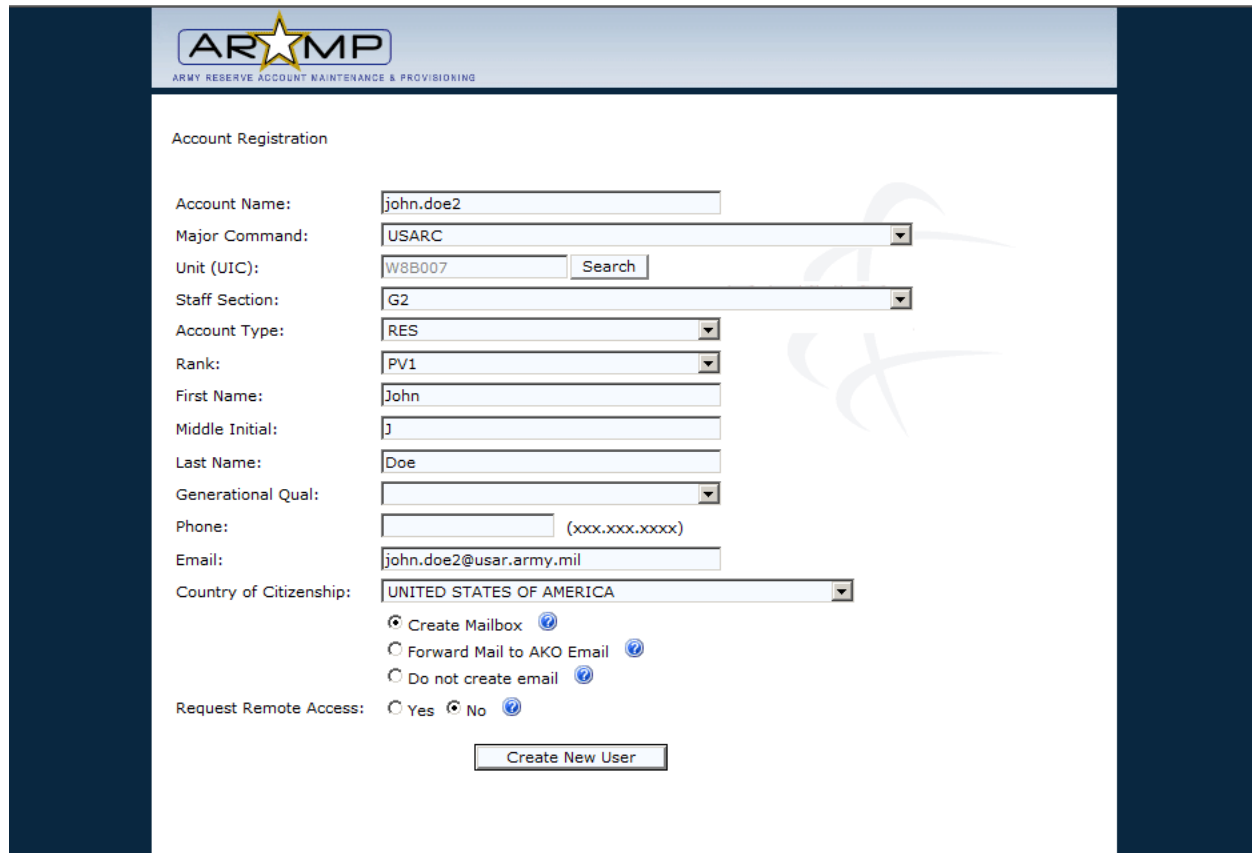
☐ Forward Mail to AKO Email 

☐ Do not create email 

Request Remote Access: ☐ Yes ☒ No 



**NOTE:** This is a sample of a **RES** (TPU) Account; **Rank** is a required field for this type of account.



The image shows a screenshot of the ARAMP (Army Reserve Account Maintenance & Provisioning) web application. The header features the ARAMP logo and the text "ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING". The main section is titled "Account Registration" and contains a form with the following fields and options:


- Account Name: john.doe2
- Major Command: USARC (dropdown)
- Unit (UIC): W8B007 (text) with a Search button
- Staff Section: G2 (dropdown)
- Account Type: RES (dropdown)
- Rank: PV1 (dropdown)
- First Name: John
- Middle Initial: J
- Last Name: Doe
- Generational Qual: (dropdown)
- Phone: (text) with a placeholder (xxx.xxx.xxxx)
- Email: john.doe2@usar.army.mil
- Country of Citizenship: UNITED STATES OF AMERICA (dropdown)
- Options for email creation:
  - ☒ Create Mailbox (help icon)
  - ☐ Forward Mail to AKO Email (help icon)
  - ☐ Do not create email (help icon)
- Request Remote Access: ☐ Yes ☒ No (help icon)

A "Create New User" button is located at the bottom of the form.

The following is the **External Account** request. This is for users outside of the AR domain who would like to request an AR account





  
ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING

### Account Registration

Account Name:

*External users are individuals from organizations other than the AR network who require an additional account in AR. Examples are the 9th RRC, HQDA, PEO RCAS, etc.*

*If you do not meet this criteria, please choose the major command to which you belong for account creation.*

Major Command:

Account Type:

Rank:

First Name:

Middle Initial:


Last Name:

Generational Qual:

Phone:  (xxx.xxx.xxxx)


Email:

Country of Citizenship:

☒ Create Mailbox 

☐ Forward Mail to AKO Email

☐ Do not create email

Request Remote Access: ☐ Yes ☒ No 

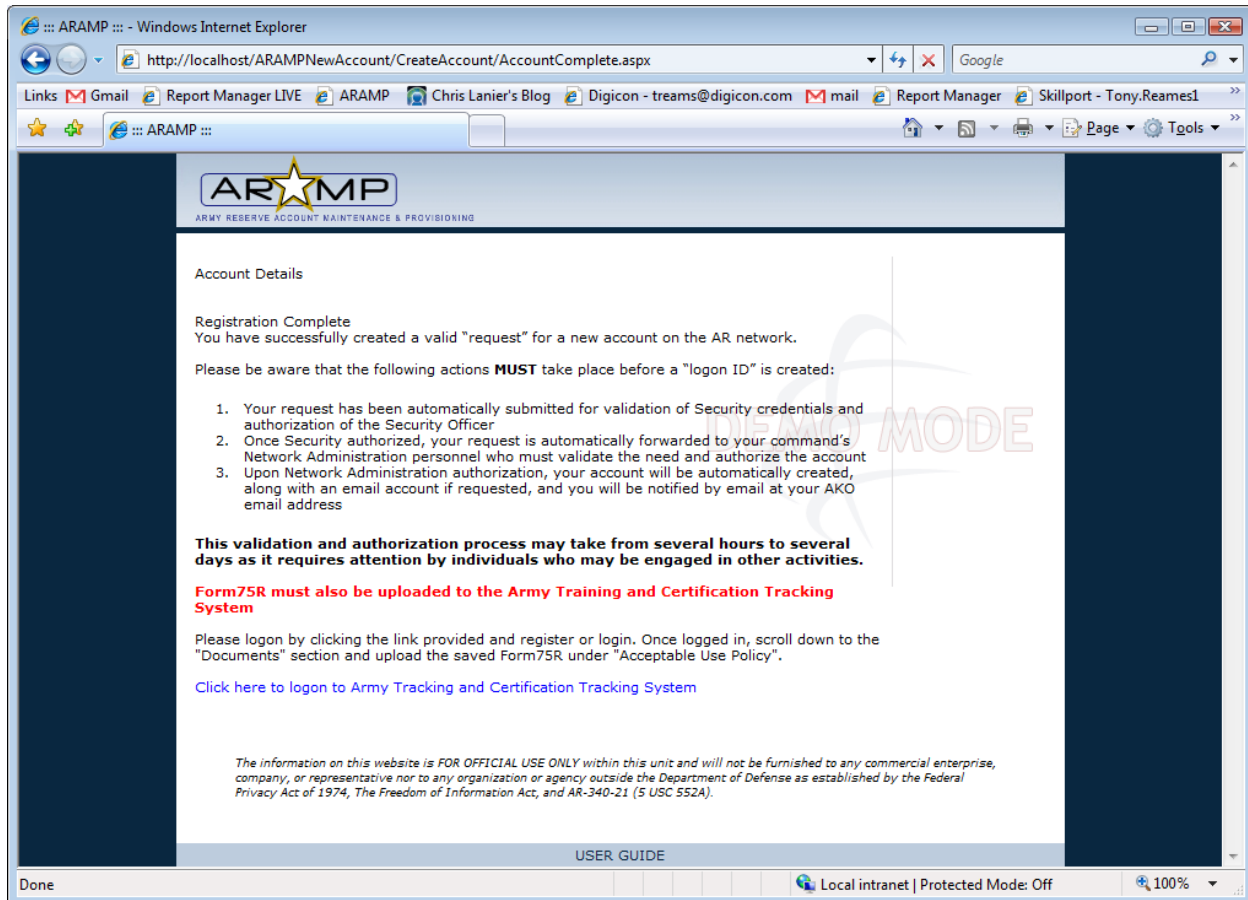
Reason for Request:

I am requesting this account for the following reason: ...

Create New User



10. Once the request is complete it is sent off for approval. This process is explained further in Section 2.4.

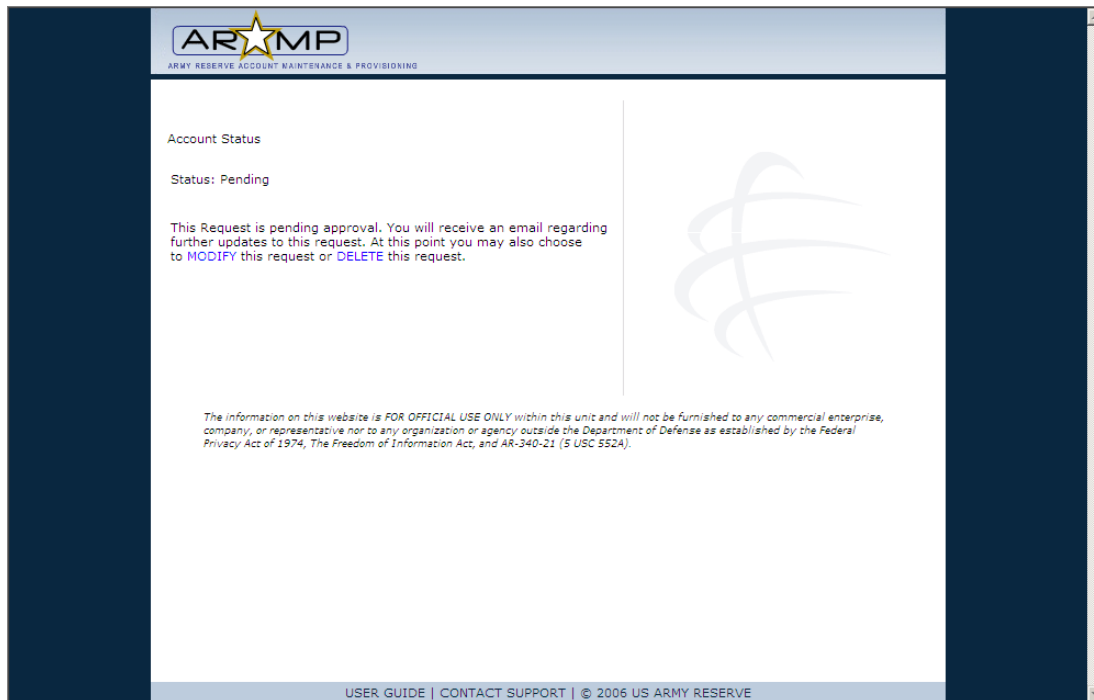


***Please note: ALARACT 158/2008, DTG 301545Z Jun 08 states that users must sign and upload the new Form75R to Army Tracking and Certification Tracking System.***  
***<https://atc.us.army.mil/iastar>***



## 2.3 Modifying or Deleting a New User Request

A new user request may be modified/deleted in certain circumstances. If a request has not been approved by anyone in the approval chain, a request may be modified or deleted. Also, someone in the approval process may request additional information/change and in that case a user may modify a new user request. To do this, a user will go to <https://ARAMP/>, click on **New Users** **click here** and then type in their AKO credentials. The user will be presented with the following screen:



A user may modify or delete the pending request. A deleted request will be completely removed from the system.

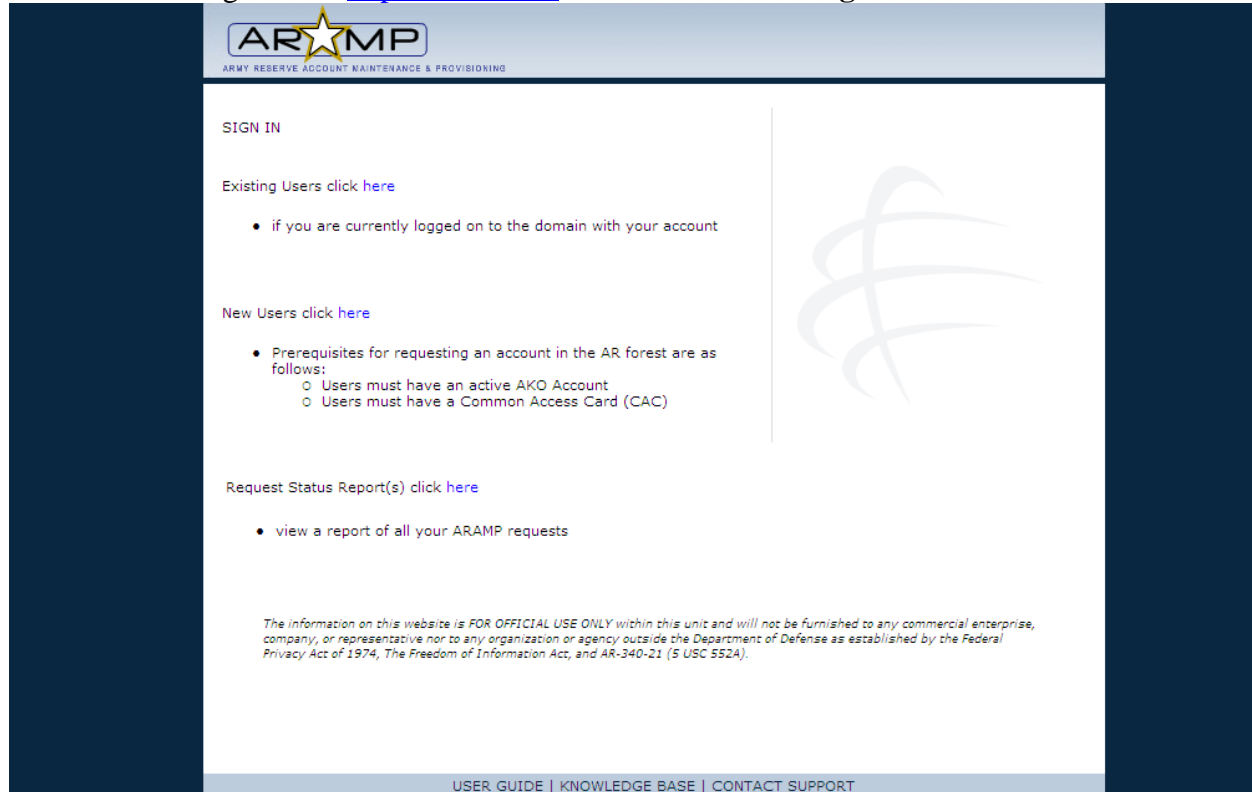
## 2.4 The Process of a New User Request

Once a user completes the account registration portion, an email is sent to a security group for approval. The security group verifies the user's information and verifies the proper clearance for an account on the network. Once a security manager approves the request it is sent to a user group manager within the major command of the new user request. This person reviews the information for accuracy and, once approved, this account is created in the proper OU. The user is then sent a confirmation email. At this point the user may logon using their newly created account.



### 3 Existing Users

1. Existing users are users who have accounts and are logged on with this account. The user then navigates to: <https://ARAMP/> and clicks on **Existing Users click here**.



2. If a user has prior ARAMP requests in the system there will be a link on the main page to view more information about the requests:



The screenshot shows the ARAMP (Army Reserve Account Maintenance & Provisioning) SIGN IN page. It includes links for existing users and new users, along with prerequisites for new users. A table displays account request status for John.Loreno41 and several USARC accounts.

**ARAMP**  
ARMY RESERVE ACCOUNT MAINTENANCE & PROVISIONING

**SIGN IN**

Existing Users click [here](#)

- if you are currently logged on to the domain with your account

New Users click [here](#)

- Prerequisites for requesting an account in the AR forest are as follows:
  - Users must have an active AKO Account
  - Users must have a Common Access Card (CAC)

Request Status Report(s) click [here](#)

AccountName:	Account	Requests	Status	Request Date
John.Loreno41		ChangeCommand	PENDING	5/18/2007 1:10:01 PM
	USARC_tony28	AdditionalAccount	SECURITY APPROVED	3/26/2007 9:59:55 AM
	USARC_tony25	AdditionalAccount	SECURITY APPROVED	3/26/2007 9:56:11 AM
	USARC_tony24	AdditionalAccount	SECURITY APPROVED	3/26/2007 9:53:20 AM
	USARC_tony23	AdditionalAccount	SECURITY APPROVED	3/26/2007 9:50:43 AM

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3. When an existing user clicks **Existing Users click here** for the first time they may be prompted to choose an account type. This screen only appears if the account type is not set in Active Directory.

The screenshot shows the ARAMP 'Change Account Type' screen. The user is logged in as 'Reames, Tony J Mr ESD(DIGICON)'. The current account type is 'NA' and the new account type is set to 'ACTIVE COMPONENT'. A 'Submit' button is visible.

**ARAMP**

Reames, Tony J Mr ESD(DIGICON) Log Off

**Change Account Type**

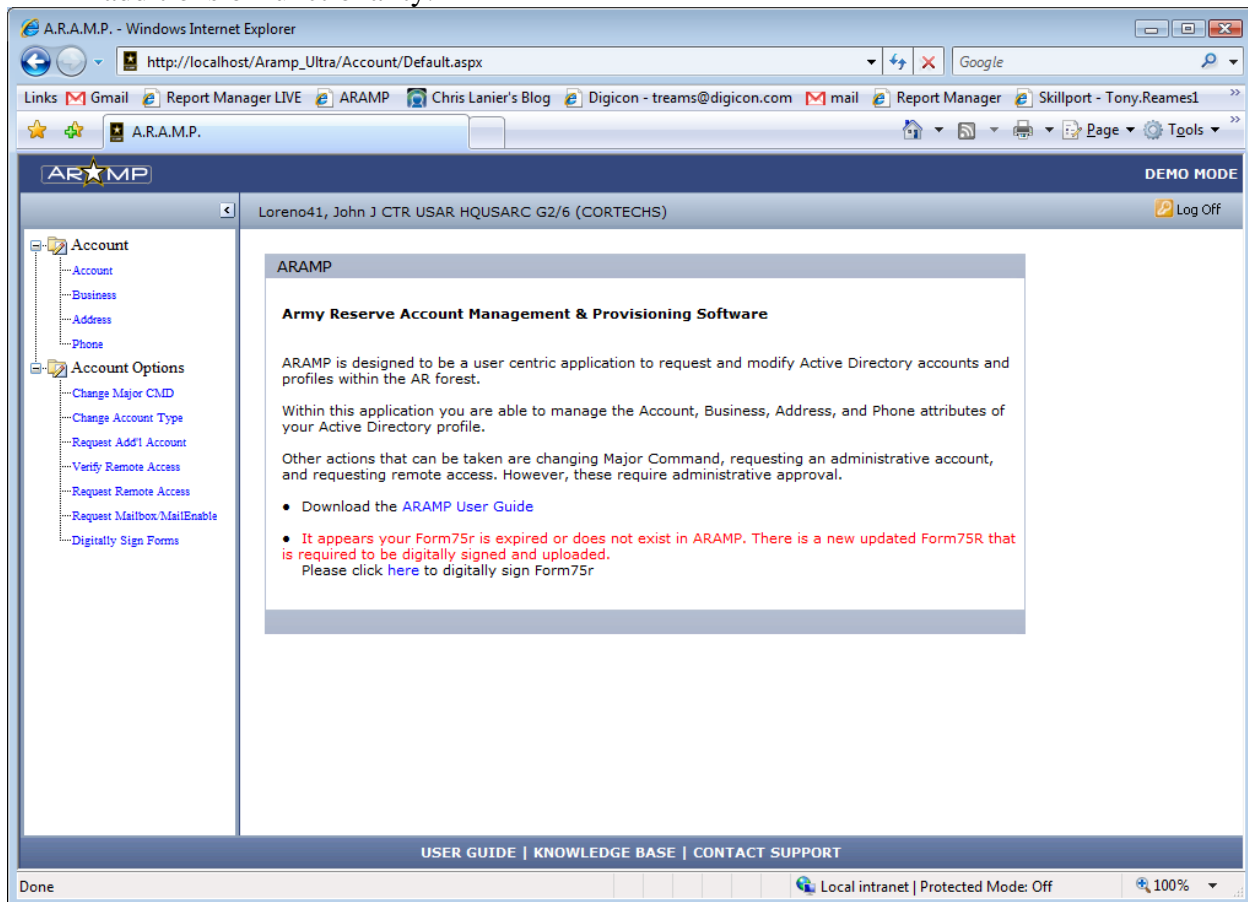
Your Current Account Type is: **NA**

New Account Type: **ACTIVE COMPONENT**

Submit

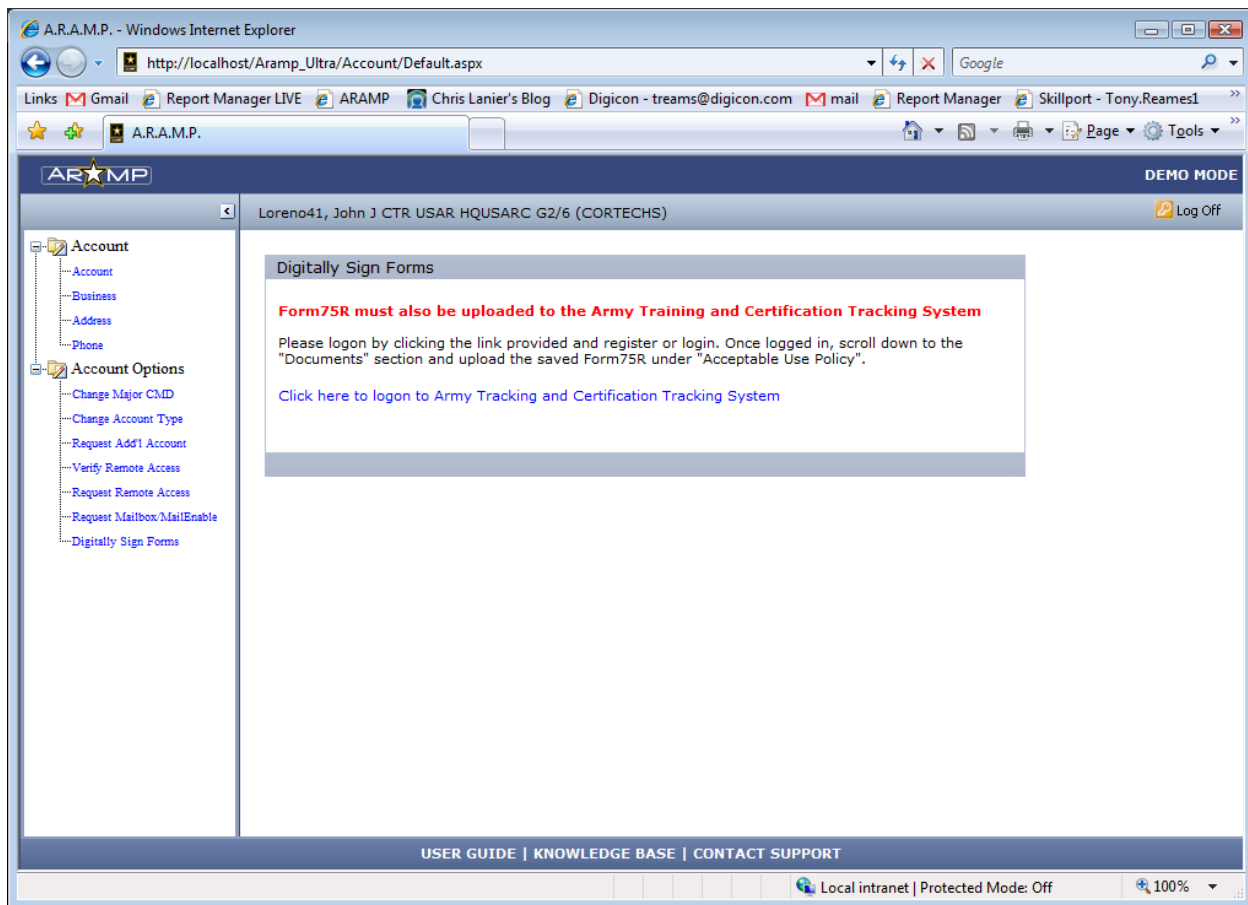


4. This is the ARAMP existing users interface. Menu options are on the left and the **Log Off** button is located on the right. This interface is designed to accommodate future additions of functionality.



Users must also Digitally Sign and upload a Form75R by clicking on the link. Once completed users will be directed to also upload the form to the Army Tracking and Certification Tracking System.

***Please note: ALARACT 158/2008, DTG 301545Z Jun 08 states that users must sign and upload the new Form75R to Army Tracking and Certification Tracking System.***  
<https://atc.us.army.mil/iastar>



5. Clicking on **Account** on the left menu displays information pertinent to a user's account. Updating this information will update the appropriate fields in active directory. An update should propagate globally within 15-30 minutes network wide.



The screenshot shows the ARAMP web application interface. At the top, there is a header bar with the ARAMP logo on the left and a user dropdown menu showing 'Loreno, John J Mr ESD(DIGICON)' and a 'Log Off' button on the right. On the left side, there is a navigation menu with icons and labels for 'Profile', 'Account', 'Business', 'Address', 'Phone', 'Account Options', 'Change Major CMD', 'Change Account Type', and 'Request Remote Access'. The main content area is titled 'Account Info' and contains the following fields:

DisplayName:	Loreno, John J Mr ESD(DIGICON)		
Account Type:	Contractor	<a href="#">Change Account Type</a>	
Title:	MR		
FirstName:	John		
Middle:	J		
LastName:	Loreno		
Job:	CONTR		
Email:	John.Loreno97@usar.army.mil		
Country of Citizenship:	UNITED STATES OF AMERICA		
<input type="button" value="update"/>			

6. The **Business Info** menu option displays information such as **Major Command, Unit (UIC), Staff Section, Primary Duty, Higher Headquarters, Remote Access,** and **Contracting Company (only if user's Account Type is Contractor)**. Available fields again are based on the account type. Military accounts will have more options including **Commander Status** and **Commander Level**. Links to **Change Major Command** and **Request Remote Access** may also appear. Both of these requests require further approval and are outlined later in this document. Again, updating any fields under this option will update immediately and should propagate within 15-30 minutes network wide.





ARAMP

Account

Account

Business

Address

Phone

Account Options

Change Major CMD

Change Account Type

Request Add'l Account

Verify Remote Access

Request Remote Access

Request Mailbox/MailEnable

Request ActiveDirectory Group

Digitally Sign Forms

Help Desk

Search Request

Search Form75r

Business Info

Contracting Company:

DIGICON CORP

Major Command:

USARC

Change Major CMD

Unit (UIC):

W47AAA

Search

Staff Section:

G2-6

Primary Duty:

APPLICATION DEVELOPMENT BRANCH

Higher Headquarters:

FALSE

Remote Access:

Remote Access is enabled

update

USER GUIDE | KNOWLEDGE BASE | CONTACT SUPPORT



Click on “Search” and type in the UIC of the unit to which you belong

ARAMP Search for a UIC - Windows Internet Explorer

Type UIC name of unit you wish to search for (ex. W8B0AA). [If Not Applicable click here.](#)

w8b0

1 W8B001 --- 0081 RRC (-)	W8B001 --- 0081 RRC (-)
2 W8B003 --- 0081 RRC (SMSO - KY)	W8B003 --- 0081 RRC (SMSO - KY)
3 W8B004 --- 0081 RRC (SMSO - TN)	W8B004 --- 0081 RRC (SMSO - TN)
4 W8B005 --- 0081 RRC (SMSO - NC)	W8B005 --- 0081 RRC (SMSO - NC)
5 W8B006 --- 0081 RRC (SMSO - SC)	W8B006 --- 0081 RRC (SMSO - SC)
6 <b>W8B007 --- 0081 RRC (SMSO - GA)</b>	<b>W8B007 --- 0081 RRC (SMSO - GA)</b>
7 W8B008 --- 0081 RRC (SMSO - AL)	W8B008 --- 0081 RRC (SMSO - AL)
8 W8B009 --- 0081 RRC (SMSO - MS)	W8B009 --- 0081 RRC (SMSO - MS)
9 W8B010 --- 0081 RRC (SMSO - FL)	W8B010 --- 0081 RRC (SMSO - FL)
10 W8B011 --- 0081 RRC NGCSU DET 1	W8B011 --- 0081 RRC NGCSU DET 1
11 W8B050 --- 0081 RRC TTHS ACCOUNT	W8B050 --- 0081 RRC TTHS ACCOUNT
12 W8B081 --- 0081 RRC (ADMIN DET)	W8B081 --- 0081 RRC (ADMIN DET)
13 W8B0AA --- 0081 RRC	W8B0AA --- 0081 RRC
14 W8B0W3 --- 0081 RRC DET 69	W8B0W3 --- 0081 RRC DET 69
15 W8B0W4 --- 0081 RRC DET 70	W8B0W4 --- 0081 RRC DET 70
16 W8B0WC --- 0081 RRC DET 78	W8B0WC --- 0081 RRC DET 78
17 W8B0WR --- 0081 RRC DET 91	W8B0WR --- 0081 RRC DET 91
18 W8B0WT --- 0081 RRC DET 93	W8B0WT --- 0081 RRC DET 93
19 W8B0WW --- 0081 RRC DET 96	W8B0WW --- 0081 RRC DET 96
20 W8B0WX --- 0081 RRC DET 97	W8B0WX --- 0081 RRC DET 97
21 W8B0WZ --- 0081 RRC DET 99	W8B0WZ --- 0081 RRC DET 99
22 W8B0YE --- 0081 RRC DET 14	W8B0YE --- 0081 RRC DET 14
23 W8B0YF --- 0081 RRC DET 15	W8B0YF --- 0081 RRC DET 15
24 W8B0YP --- 0081 RRC DET 23	W8B0YP --- 0081 RRC DET 23
25 W8B0YR --- 0081 RRC DET 25	W8B0YR --- 0081 RRC DET 25

Local intranet | Protected Mode: Off | 100%

USER GUIDE | KNOWLEDGE BASE | CONTACT SUPPORT



7. The **Address** option shows information about the user's location. This information is updateable and will propagate network wide within 15-30 minutes.

The screenshot shows the ARAMP web application interface. On the left is a navigation menu with options: Profile, Account, Business, Address, Phone, Account Options, Change Major CMB, Change Account Type, and Request Remote Access. The 'Address' option is selected. The main content area is titled 'Address Info' and contains the following fields: Address (1401 Deshler Street SW), PO Box (empty), City (Fort McPherson), State (GEORGIA), Zipcode (30330-2000), and Country (UNITED STATES OF AMERICA). An 'update' button is located at the bottom of the form. The top of the page shows the ARAMP logo and the user's name 'Reames, Tony A Mr ESD(DIGICON)' with a 'Log Off' button.

8. The **Phone** menu option displays phone information associated with this account. This information is updateable and should propagate within 15-30 minutes network



wide.

The screenshot shows the ARAMP web application interface. The top navigation bar includes the ARAMP logo, a user dropdown menu showing 'Reames, Tony J Mr ESD(DIGICON)', and a 'Log Off' button. The left sidebar contains a tree view with categories: Profile, Account, Business, Address, Phone, and Account Options. The 'Account Options' category is expanded, showing sub-items: Change Major CMB, Change Account Type, and Request Remote Access. The main content area is titled 'Phone Info' and contains a form with the following fields and values:

Field	Value	Example
Office:	404-464-9536	(ex. XXX-XXX-XXXX)
Office 2:	800-359-8483	
Mobile:	555-555-5555	
Pager:	777-777-7777	
Fax:	404-464-9800	

Below the form is an 'update' button.

9. **Change Account Type** falls under account options but does not require further approval. A user may change their account type and this will change the fields that a user may edit within **Account**, **Business**, and **Address**. This will also change the way a user's display name will appear (the display name also will change in Outlook's address book (GAL)).

A screenshot of the ARAMP web application interface. The top header bar is dark blue with the ARAMP logo on the left and a user profile dropdown on the right showing 'Loreno, John J Mr ESD(DIGICON)' and a 'Log Off' button. The left sidebar contains a tree view with 'Profile' expanded, showing sub-items: 'Account', 'Business', 'Address', 'Phone', 'Account Options', 'Change Major CMD', 'Change Account Type', and 'Request Remote Access'. The main content area is titled 'Change Account Type' and displays 'Your Current Account Type is: Contractor'. Below this, there is a label 'New Account Type:' followed by a dropdown menu currently showing 'AGR'. At the bottom of the form is a 'Submit' button.



## 4 Additional Requests

Additional requests such as **Request Remote Access** and **Change Major Command** require further approval. They are sent to an OU administrator and, once approved, will be updated for the account.

### 4.1 Requesting Remote Access

Requesting remote access requires a reason for the request. The request is sent to an OU administrator for approval. If approved, the user will receive a confirmation email and remote access is enabled. Updated information should propagate within 15-30 minutes from approval.

A screenshot of the ARAMP web application interface. The top navigation bar is dark blue with the ARAMP logo on the left and a 'Log Off' button on the right. Below the navigation bar, a breadcrumb trail shows 'Loreno, John J Mr ESD(DIGICON)' with a dropdown arrow. On the left side, there is a tree view menu with categories: 'Profile' (containing Account, Business, Address, Phone), 'Account Options' (containing Change Major CMD, Change Account Type, and Request Remote Access), and 'Request Remote Access' (selected). The main content area displays the 'Request Remote Access' form. It has a title bar 'Request Remote Access' and a label 'Reason for Request:' followed by a large text input area with a vertical scrollbar. At the bottom of the form is a 'Submit' button.



## 4.2 Request change of Major Command

If a user requests a **Change Major Command** an email is sent to the OU administrator of the losing command requested as well as sent to the gaining command's OU administrator. If the gaining command's OU administrator approves the request, the user's account is removed from all groups and moved to the new major command. The user's account is also added to the appropriate standard groups in the new command, based on the account type. A confirmation email is sent to the user and the user may login with 15-30 minutes of approval. If a user makes a request to the wrong command, they can go in and submit a new request to the correct command, which will cancel the old pending request. **NOTE:** if the user chooses a UIC that belongs to the Major Command, then the Staff Section dropdown will appear and the user will need to choose a Staff Section.

*Please note: ALARACT 158/2008, DTG 301545Z Jun 08 states that users must sign and upload the new Form75R to Army Tracking and Certification Tracking System.*  
<https://atc.us.army.mil/iastar>

ARAMP

Account

- Account
- Business
- Address
- Phone

Account Options

- Change Major CMD
- Change Account Type
- Request Add'l Account
- Verify Remote Access
- Request Remote Access
- Request Mailbox/MailEnable
- Request ActiveDirectory Group
- Digitally Sign Forms

Help Desk

- Search Request
- Search Form75r

Change Major Command

Your Current Command is: **USARC**

New Command: RRC094

New Unit (UIC): Search

Staff Section: PLEASE CHOOSE A STAFF SECTION

Country of Citizenship: UNITED STATES OF AMERICA

Submit

\* Note: this request will require approval from the UserGrpMgt in the new Major Command

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Click “Search” and type in the UIC of the Unit to which you belong

ARAMP

ARAMP :: Search for a UIC - Windows Internet Explorer

Type UIC name of unit you wish to search for (ex. W8B0AA). [If Not Applicable click here.](#)

w8b0

1 W8B001 --- 0081 RRC (-)	W8B001 --- 0081 RRC (-)
2 W8B003 --- 0081 RRC (SMSO - KY)	W8B003 --- 0081 RRC (SMSO - KY)
3 W8B004 --- 0081 RRC (SMSO - TN)	W8B004 --- 0081 RRC (SMSO - TN)
4 W8B005 --- 0081 RRC (SMSO - NC)	W8B005 --- 0081 RRC (SMSO - NC)
5 W8B006 --- 0081 RRC (SMSO - SC)	W8B006 --- 0081 RRC (SMSO - SC)
6 <b>W8B007 --- 0081 RRC (SMSO - GA)</b>	<b>W8B007 --- 0081 RRC (SMSO - GA)</b>
7 W8B008 --- 0081 RRC (SMSO - AL)	W8B008 --- 0081 RRC (SMSO - AL)
8 W8B009 --- 0081 RRC (SMSO - MS)	W8B009 --- 0081 RRC (SMSO - MS)
9 W8B010 --- 0081 RRC (SMSO - FL)	W8B010 --- 0081 RRC (SMSO - FL)
10 W8B011 --- 0081 RRC NGCSU DET 1	W8B011 --- 0081 RRC NGCSU DET 1
11 W8B050 --- 0081 RRC TTHS ACCOUNT	W8B050 --- 0081 RRC TTHS ACCOUNT
12 W8B081 --- 0081 RRC (ADMIN DET)	W8B081 --- 0081 RRC (ADMIN DET)
13 W8B0AA --- 0081 RRC	W8B0AA --- 0081 RRC
14 W8B0W3 --- 0081 RRC DET 69	W8B0W3 --- 0081 RRC DET 69
15 W8B0W4 --- 0081 RRC DET 70	W8B0W4 --- 0081 RRC DET 70
16 W8B0WC --- 0081 RRC DET 78	W8B0WC --- 0081 RRC DET 78
17 W8B0WR --- 0081 RRC DET 91	W8B0WR --- 0081 RRC DET 91
18 W8B0WT --- 0081 RRC DET 93	W8B0WT --- 0081 RRC DET 93
19 W8B0WW --- 0081 RRC DET 96	W8B0WW --- 0081 RRC DET 96
20 W8B0WX --- 0081 RRC DET 97	W8B0WX --- 0081 RRC DET 97
21 W8B0WZ --- 0081 RRC DET 99	W8B0WZ --- 0081 RRC DET 99
22 W8B0YE --- 0081 RRC DET 14	W8B0YE --- 0081 RRC DET 14
23 W8B0YF --- 0081 RRC DET 15	W8B0YF --- 0081 RRC DET 15
24 W8B0YP --- 0081 RRC DET 23	W8B0YP --- 0081 RRC DET 23
25 W8B0YR --- 0081 RRC DET 25	W8B0YR --- 0081 RRC DET 25

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USER GUIDE | KNOWLEDGE BASE | CONTACT SUPPORT





**ARAMP**

Account

Account

Business

Address

Phone

Account Options

Change Major CMD

Change Account Type

Request Add'l Account

Verify Remote Access

Request Remote Access

Request Mailbox/MailEnable

Request ActiveDirectory Group

Digitally Sign Forms

Help Desk

Search Request

Search Form75r

Change Major Command

Your Current Command is: **USARC**

New Command:

New Unit (UIC):

Staff Section:

Country of Citizenship:

\* Note: this request will require approval from the UserGrpMgt in the new Major Command

USER GUIDE | KNOWLEDGE BASE | CONTACT SUPPORT



The screenshot shows the ARAMP web application interface. On the left is a navigation tree with categories: Account, Account Options, and Help Desk. The 'Change Major Command' form is displayed in the main area. It shows the current command as 'USARC' and allows selecting a new command from a dropdown menu (currently showing 'RRC094') and a new unit (UIC) from a search field (currently showing 'W8B007'). A confirmation dialog box from Windows Internet Explorer is overlaid on the form, stating: 'This will send an email request to move your account into the RRC094 OU. Are you Sure?' with 'OK' and 'Cancel' buttons. The footer of the application contains the text: 'USER GUIDE | KNOWLEDGE BASE | CONTACT SUPPORT'.

### 4.3 Request Mailbox

If a user does not have a mailbox or a forward in exchange they can then request one. This will need to be approved by the OU administrator. Once approved the mailbox or forward to AKO will be processed and setup.



The screenshot shows the ARAMP web application interface. On the left is a navigation menu with options: Profile, Account, Business, Address, Phone, Account Options, Change Major CMD, Change Account Type, Request Add'l Account, Request Remote Access, and Request Mailbox/MailEnable. The main content area is titled 'Request Mailbox / Mail Enable for Account'. It contains two radio buttons: 'Create Mailbox (John.Loreno41@usar.army.mil)' which is selected, and 'Forward Mail to AKO Email (John.Loreno41@us.army.mil)'. Below these is a text box labeled 'Reason for Request:' and a 'Submit' button. A note at the bottom states: '\* Note: this request will require approval from a UserGrpMgt'. The footer of the application contains links for 'USER GUIDE | KNOWLEDGE BASE | CONTACT SUPPORT'.

## 4.4 Request Additional Account

To request an administrative account you must complete the following on the Army Training and Certification Tracking System (ATCTS) website at <https://atc.us.army.mil/iastar> :

1. Obtain an account in the Army Training and Certification Tracking System (ATCTS) under RCIO – U.S. Army Reserve.
2. Digitally sign USAR Form 75-R, Acceptable Use Policy (AUP), available at <https://usarcintra/formsv/usarc/pdfusarc/usar75r.pdf> and upload a copy to your ATCTS account.
3. Digitally sign USAR Form 75-1-R, Privileged User Agreement, available at <https://usarcintra/formsv/usarc/pdfusarc/usar75-1.pdf> and upload a copy to your ATCTS account.
4. Upload a copy of your duty appointment orders to ATCTS. Appointment orders templates are available at: <https://atc.us.army.mil/iastar/regulations.php>

Users can request additional accounts including Administrative, Service, Utility and Test accounts. Administrative accounts will require Level 2 training and approval by an Enterprise Group. The other accounts will require OU administrator approval and will be created upon approval. Administrative and Test accounts must be 15 characters, Service, and Enterprise, and Utility require passwords of 50 characters. Administrative account requests must download and



digitally sign the Form-751r form and upload it with request. A member of IA Security must also digitally sign the form and you will be sent a link to download the form once signed. Then the request is sent to an OUAdmin for approval and if approved the administrative account will be created. See ARAMP additional account request for instructions on how to download and digitally sign the form 75-1r.

The screenshot displays the ARAMP web application interface. On the left is a navigation pane with a tree view containing 'Profile' (with sub-items: Account, Business, Address, Phone) and 'Account Options' (with sub-items: Change Major CMD, Change Account Type, Request Add'l Account, Request Remote Access, Request Mailbox/MailEnable). The main content area is titled 'ARAMP' and shows the 'Additional Account Type' dropdown set to 'Service Account'. Below this, the 'Service Account' section contains the following fields: 'AccountName' (pre-filled with 'USARC\_ServiceAccount'), 'App Description' (pre-filled with 'ServiceAccount'), 'Password' (with a 'Password Requirements' link), 'Re-Type Password', and 'Account Description' (a large text area). A 'Submit' button is located at the bottom of the form. The footer of the application contains the links 'USER GUIDE | KNOWLEDGE BASE | CONTACT SUPPORT'.

## 4.5 Request Active Directory Group

Users may request a group to be created in their OU's "Command Specific" group container. The naming convention for groups is [OU] [Staff Section] [Group Name]. An example would be **USARC G8 Admins**. Group Type choices include "Security Group" and "Distribution Group" which is for a global distribution email list. Group Manager is the person who will manage this group and have the ability to add/delete members to it. If you are unsure than leave this box unchecked.



The screenshot shows the ARAMP web application interface. On the left is a navigation tree with categories: Account (sub-items: Account, Business, Address, Phone), Account Options (sub-items: Change Major CMD, Change Account Type, Request Add'l Account, Verify Remote Access, Request Remote Access, Request Mailbox/MailEnable, Request ActiveDirectory Group, Digitally Sign Forms), and Help Desk (sub-items: Search Request, Search Form75r). The main content area is titled 'Request Active Directory Group'. It contains the following fields: 'Full Group Name:' with the value 'USARC G2-6 New Staff All Users'; 'Group Descriptor Name:' with a text input containing 'New Staff All Users'; 'Staff Section:' with a dropdown menu showing 'G2-6'; 'Group Email:' with the value 'USARC\_G2-6\_New\_Staff\_All\_Users@usar.army.mil'; 'Group Type:' with a dropdown menu showing 'DISTRIBUTION GROUP (EMAIL DISTRIBUTION LIST)'; 'Group Manager:' with an unchecked checkbox and the text 'I know how and would like to manage this group. (the permission to add/delete users to group)'; 'Reason for Request: (Special Instructions)' with a text area containing 'distribution group needed'; and a 'Submit' button at the bottom right. The footer of the application contains the links 'USER GUIDE | KNOWLEDGE BASE | CONTACT SUPPORT'.

Once submitted, these requests will go to an OUAdmin for approval. The OUAdmin may also update the name of the group if they so choose. Upon approval the group will be created and you will be notified through email.

## 5 Terms and References

Refer to the *Glossary* at the end of this document for terms with which you are not familiar.

## 6 Help with ARAMP

ARAMP is supported by the Enterprise Service Division (ESD) Service Desk. To submit a request for assistance, you must go to the Service Desk web site, <https://esahelp/caisd/pdmweb.exe>, which is available 24 hours a day, 7 days a week. At this site you may search the knowledgebase or create an incident.



USAR ESD  
ARAMP User Guide

Date: Nov 8, 2006

The facility is staffed from 0700 to 2000 Monday through Friday, EST. The telephone number is 1-877-777-6854.



## Glossary

The following terms are used in this document. For a definitions of all terms used in the ARAMP project, see the separate document *Glossary of Terms used in ARAMP.*”

TERMS	DEFINITIONS
AGR	Active Guard Reserve
AKO	Army Knowledge Online
ARAMP	Army Reserve Account Maintenance and Provisioning
CAC	Common Access Card
DEERS	Defense Enrollment Eligibility Reporting System
ESD	Enterprise Services Division
GAL	Global Address List in Outlook
OU	Organizational Unit
TPU	Troop Program Unit
USARC	US Army Reserve Command
VPN	Virtual Private Network